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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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September 13, 2011

To: School Food Service Director/Manager or Purchasing Agent

From: Christine Emerson, Kenadine Johnson and Judy Wilson, School Nutrition Programs

Subject: 2011 Montana USDA Foods Processing Fair

On behalf of the Montana Office of Public Instruction School Nutrition Programs, Food Distribution, Cooperative Purchase Program and Montana Team Nutrition, you are invited to participate in the **2011 Montana USDA Foods Processing Fair** occurring October 20 and 21st, 2011. The fair will be held in Great Falls at the Paris Gibson Education Center located at 2420 Central Avenue. The purpose of this fair is to:

1. Allow school nutrition managers to explore USDA Food products for future state processing contracts by the Office of Public Instruction.
2. Teach school nutrition program managers the USDA Foods processing system if they desire to have additional USDA food products processed beyond the state's contract.

This event is free but preregistration is required. The registration deadline is October 14, 2011. As you will see from the enclosed agenda, you will receive beneficial training concerning improved utilization of USDA Foods while having fun. We are excited to include a *Meet and Greet* social on Thursday evening to allow additional networking with your peers and the vendors.

A block of rooms has been reserved at the hotels listed below for *Montana USDA Foods Processing Fair* participants. One travel scholarship is available in the form of one night's lodging at one of the three hotels listed. Check the box on the registration form if you are interested in the scholarship. Please make your reservations early, the block of rooms reserved at each hotel will only be held until the dates listed below.

- **Quality Inn Ponderosa** (block held until October 3, 2011) 220 Central Avenue, (406) 761-3410
- **Day's Inn, Great Falls** (block held until October 12, 2011) 101 14th Avenue, NW (406) 727-6565
- **Best Western Heritage Inn** (block held until October 5, 2011) 1700 Fox Farm Rd, (406) 761-1900

If you are interested in attending take these three easy steps as soon as possible:

1. Complete a registration form for each participant. Online registration available at this link:
<http://www.keysurvey.com/survey/386378/190b/>
2. Be sure to RSVP for the Meet and Greet Social on the registration form.
3. Make hotel reservations for Thursday evening; see the list of hotels that have a block of rooms for October.

Enclosures: Agenda and Registration Form



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2011 Montana USDA Foods Processing Fair

Sponsored by Montana School Nutrition Association and OPI School Nutrition Programs

October 20-21, 2011

Paris Gibson Education Center, 2420 Central Ave, Great Falls, Montana

AGENDA

Thursday, October 20th

- | | |
|----------------|--|
| 1:00 pm | Welcome Session (Library)
Overview and update on USDA Foods
Update on USDA nutrition standards for school meals |
| 2:15 pm | Refreshment Break (Library) |
| 2:30 pm | Procurement Training (Library)
Review of procurement procedures for USDA Foods from a state and local school district perspective (Kenadine Johnson and Jennifer Spellman) |
| 2:45 pm | Vendor Training on Procurement Procedures (Library or Gym)
Review of procedures for products from a vendor's perspective |
| 4:30 pm | Review Session and Announcements (Library) |
| 5:00 pm | Adjourn |
| 6:00-8:00 p.m. | Meet and Greet for Participants and Vendors (The Tap House Grill, 220 Central Avenue) |

Friday, October 21st

- | | |
|-------------------|---|
| 8:00 am | Processing Fair Instructions for Participants (Library) |
| 10:30 am -2:30 pm | Processing Fair (Cafeteria)
Participants visit vendor tables and complete evaluation forms for all products they sample |
| 2:30-3:30 p.m. | Closing (Library)
Recap of today and next steps for determining items for the state processing contracts. Participants and vendors complete an evaluation form on the show. |

Please Note: A regional Food Service Manager Training will also be held on **Thursday, October 20, 2011**, in the Paris Gibson Library from 8:30-11:30. If you plan to attend the food service manager training, please register for the session by going to this Web site:

<http://www.opi.mt.gov/PDF/SchoolFood/CurrentNews/11-12Food-Service-Training-Registration.pdf>



Participant Registration Form
2011 Montana USDA Foods Processing Fair

*Presented by Montana School Nutrition Programs
October 20-21st, 2011
Paris Gibson Education Center Cafeteria
2400 Central Ave -- Great Falls, Montana*

Name and Title: _____

School District: _____ Town: _____

E-mail: _____ Fax: _____ Tel: _____

Please check a response:

Will you attend the Meet and Greet Social from 6:00-8:00 p.m. at the Tap House on October 20, 2011?

_____ Yes _____ No

Will you bring a guest to the Meet and Greet Social? (Each participant is allowed to bring one adult guest to the Meet and Greet event on Thursday evening. No children allowed.)

_____ Yes _____ No

Travel support is available in the form of one night's lodging at one of the three hotels listed on the attached letter. Are you interested in receiving this travel support? Please make your reservation in advance.

Payment for your room will be provided at the time of the fair.

_____ Yes _____ No

The processing fair is free but preregistration is required.

Deadline for Registration: October 14th, 2011

Please complete one registration form per attendee and send to:

Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501

Fax: (406) 444-2955

You may also complete this form on line at the following site:

<http://www.keysurvey.com/survey/386378/190b/>

For more information:

Call School Nutrition Programs at (406) 444-2501 or e-mail kennie@mt.gov

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